# Safe Contact Application Pack

Thank you for expressing an interest in becoming a Safe Contact.

Safe Contacts are members of LSE staff who have received training and can offer a confidential 'signposting' service for staff and students who have previously or are currently experiencing some form of bullying, harassment, or sexual violence.

**In this pack you will find:**

1. **Job description for Safe Contact**
2. **Safe Contact Application form**

*Please take time to read part 1 before completing your application form.*

**The Process to become a Safe Contact is:**

1. Complete your application form and return this to EDI.
2. An informal chat with 2 members of staff. This is the chance for us to get to know you and for you to ask us any questions you may have.
3. Induction training. This will take place in-person on campus and will take roughly 3 hours.
4. Once your training is complete your biography will be added to the website, and you are ready to support our students and staff.
5. We try to organise various additional training sessions for the Safe Contacts throughout the year in specialist subjects (e.g. Supporting LGBTQIA community, supporting with disclosures of racial harassment or discrimination, responding to disclosures of sexual violence and/or domestic abuse)
6. Where staff have received additional specialist training e.g. in sexual violence, this will be indicated on the Safe Contacts webpage to inform students and staff looking for support.

**The commitments of the safe contacts in addition to supporting students and staff over the academic year are:**

* Termly Safe Contacts team meeting, including summertime (lasting 1 hour)
* Encouragement to attend additional training
* Encouragement to attend group clinical supervision (available each term)

The Safe Contact scheme is coordinated by the EDI (Equity, Diversity, and Inclusion) Office ([edi@lse.ac.uk](mailto:edi@lse.ac.uk)), and supervised by the Harassment and Sexual Misconduct Policy Adviser ([h.williams7@lse.ac.uk](mailto:h.williams7@lse.ac.uk)).

# Job description for Safe Contact A (Bullying, discrimination, and harassment)

# Volunteering as a Safe Contact is an important contribution to the development of a welcoming, inclusive LSE, and your involvement in the scheme is much appreciated.

# The role of Safe Contacts is to support members of staff and students who are concerned that they have been subjected to bullying or harassment. Safe Contacts operate as a neutral, first port-of-call and provide advice on the possible courses of action available to the persons reporting.

# As a Safe Contact, your role is to:

# Provide information on the range of options available to the individual and suggest sources of support.

* Provide information on LSE’s report + support portal and the options to report something to the institution (including anonymously). [Report + Support - Report + Support - LSE](https://reportandsupport.lse.ac.uk/)
* Deal with cases with complete confidentiality and explain this to the individual, including the circumstances under which confidentiality may be broken. Confidentiality should only be broken where there is an unacceptable risk to a student, a member of staff or to the institution, and you should consult with the relevant part of the school in such an instance (namely, HR, Student Services, Legal, or LSE Security)
* Listen to staff and students who are concerned about experiencing bullying or harassment in a non-judgemental manner (i.e., without offering an opinion on any allegations made or acting as an advocate)
* Notify the individual that the case will be referred to another adviser, in the event that there is a conflict of interest (such as where you are already providing advice to another individual in the case in question)
* Limit your involvement in a case to advising individuals on the options available to them, rather than seeking to be involved in any formal procedures that may result.
* Act in accordance with the Discrimination, Harassment and Bullying Policy.
* Undertake Safe Contact training and participate in termly meetings with the network of advisers to discuss experiences and to feedback on good practice.

# As a Safe Contact, your role is:

# Not to offer legal advice

# Not to give an opinion on a case, such as by stating that a behaviour or action definitely constitutes as bullying or harassment that will lead to disciplinary action, or that a behaviour or action does not constitute bullying or harassment.

# Not to seek to contact individuals alleged to have harassed or bullied others in an endeavour to resolve a case.

# Not to act as a representative or advocate

**Confidentiality**

For issues of confidentiality relating to the safeguarding of individuals under 18, please see the LSE Safeguarding Policy:

<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/safPol.pdf>

Confidentiality should only be broken if it is assessed that there may be a continued risk of harm to the victim-survivor (physical or psychological), other students and staff and/or members of the wider LSE Community.

LSE has a wider duty of care to protect individuals studying, working and visiting the institution.

In some very exceptional cases, the school may have to report the matter to the police if it is necessary to protect the victim-survivor from further harm or to prevent a further crime from taking place. The Safe Contact, with support from HR and/or the Legal Team, would inform the victim-survivor they are supporting about this.

When assessing risk, Safe Contacts should follow LSE’s cause for concern guidance: [Cause for Concern](https://info.lse.ac.uk/current-students/student-wellbeing/cause-for-concern)

Additionally, there may be other circumstances where confidential information may have to be disclosed without the individual’s consent, such as if there is a legal requirement to do so or if a Judge or Magistrate directs that information must be disclosed to the court. This would be with the reporting individual’s knowledge.

Please also see the Student Wellbeing Services confidentiality policy: <https://info.lse.ac.uk/current-students/student-services/assets/documents/sws-confidentiality-policy.pdf>

* **Safe Contact (Bullying, discrimination, harassment, AND sexual violence)**

The role of the Safe Contact (Sexual Violence) is to support members of staff and students who have been affected by issues of bullying, discrimination, harassment, AND sexual violence/sexual harassment. Safe Contact (Sexual Violence) are members of LSE staff who have received additional sexual violence training and can offer a confidential, non-judgemental space for victim-survivor(s) to disclose details of an incident and provide appropriate assistance, helping staff and students to feel supported and to gain a better understanding of their rights and options.

Safe Contacts will have the choice as to whether to attend additional training on this topic.

**As a Safe Contact (Sexual Violence), your role is to:**

* Provide a confidential listening service starting from a position of belief.
* If it is relevant, Safe Contacts can provide information about some time limits that might affect the individual’s choices. [Guidance for recent sexual assault and rape - Report + Support - LSE](https://reportandsupport.lse.ac.uk/support/guidance-for-recent-sexual-assault-and-rape?_gl=1*qgx26i*_gcl_au*MTE5OTU4ODgxNy4xNzMyNTQwMjQw*_ga*MzY2NzQzNDQzLjE3MTY5NzczODQ.*_ga_LWTEVFESYX*MTczNzAxNjA1MS4zNjYuMC4xNzM3MDE2MTc1LjU3LjAuMA..)
* Provide details of support available, both internal and external to LSE, signposting to the most appropriate.
* Explain the function of the LSE Independent Sexual Violence Adviser Service and assist with a referral where appropriate. [Independent Sexual Violence Adviser (ISVA) Service](https://info.lse.ac.uk/report-it/Sexual-violence-support-worker)
* If someone does want to report to the police, the LSE ISVA service can provide specialist support to navigate this process.
* Advise on LSE’s reporting tool (Report + Support).
* If it is helpful to the victim-survivor, either yourself or another individual that the victim-survivor chooses can accompany the individual to report or to access support services.
* Deal with cases with confidentiality (see Confidentiality below) and explain this to the individual, including the circumstances under which confidentiality may be broken.
* Notify the individual that the case will be referred to another Safe Contact, in the event that there is a conflict of interest. This may include where you are already providing advice to another individual in the case in question, or if you belong to the Department or Division where any disclosure/report originates from and may be privy to information relating to the reported incident, prior to the individual approaching you.
* If a higher risk incident is disclosed, the Safe Contact can directly refer a case to the Harassment Management Group or can seek confidential advice from the Harassment and Sexual Misconduct Policy Adviser about whether a referral to HMG should be made. The Group will undertake a risk assessment to consider what action, if any, would need to be taken. [I've experienced harassment, bullying or discrimination](https://info.lse.ac.uk/report-it/Experienced-Harassment)
* For staff cases, consult / seek confidential advice with the HR Partner for the relevant Department/Division.
* As part of looking after your own mental health and wellbeing, we ask you to please utilise the clinical supervision available to Safe Contacts and speak to the Harassment and Sexual Misconduct Policy Adviser about what support you may need.
* Limit your involvement in a case to advising individuals on the options available to them, and helping them access those services, rather than seeking to be involved in any formal procedures that may result.
* Act in accordance with the [LSE Sexual Harassment and Sexual Violence Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harVioPol.pdf)

As a Safe Contact (Sexual Violence), your role is:

* Not to offer legal advice
* Not to give an opinion on a case
* Not to act as a representative or advocate, other than as outlined above.
* Safe Contacts are not to seek to contact reported individuals in an endeavour to resolve a case.

# LSE Safe Contact Volunteer

# Application Form

Many thanks for your interest in volunteering as a Safe Contact. Please complete the following form with your details, background, motivation, and suitability for the role. All information will be treated in confidence.

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| --- |
| **Name:** |
| **LSE email address:** |
| **Job title:** |
| **Department:** |
| **Which best describes your gender?** |
| **Ethnic origin or racial group** |
| **Do you have a disability?** |
| **Sexual orientation** |
| **Religion or belief?** |
| **Professional Services Staff Academic Staff** |
|  |
| **Please outline your motivation to be a Safe Contact and your suitability for the role. This could include your employment experience, voluntary experience, education or personal interests:**  **(150-200 Words)** |
| **Please indicate whether you have the permission of your line manager to undertake this role:**  **Yes No** |
| **Please indicate whether you are interested in being a specialist Sexual Violence Safe Contact:**  **Yes No** |

**Please return this form to** [**edi@lse.ac.uk**](mailto:edi@lse.ac.uk)

If you would like to discuss anything further, please contact the Harassment and Sexual Misconduct Policy Adviser, Heather Williams. ([h.williams7@lse.ac.uk](mailto:h.williams7@lse.ac.uk))

**Appendix**

**Definitions**

For the purposes of this document, the following definitions apply:

**Sexual harassment** is defined as unwanted behaviour of a sexual nature which has the purpose or effect of violating an individual’s dignity; making an individual feel intimidated, degraded or humiliated and/or creating a hostile or offensive environment. Sexual harassment also occurs if an individual treats a person less favourably because that person has rejected or submitted to unwanted conduct of a sexual nature or that is related to gender identity or sex, and which has had the purpose or effect described in this section. In this scenario, the person who treats someone less favourably might not be the person who engaged in the unwanted conduct.

**Sexual violence** is any sexual act or attempt to obtain a sexual act by violence or coercion which takes place without consent.

Actions or behaviour which may constitute sexual harassment or sexual violence include, but are not limited to, the following: sexual comments or jokes, touching, sexual assault including groping, unwelcome sexual advances, displaying or showing material of a pornographic or sexual nature, making requests for sexual favours, stalking in person or online, rape. Online harassment may take the form of intimidating, offensive, or graphic posts on social media sites or chat rooms, or sexually explicit communications by email, text, or instant messaging.

**Consent** is providing permission for something to happen or agreement to do something with a full understanding of the facts and without coercion. In cases of sexual activity, consent cannot be presumed but must be explicitly given, verbally or non-verbally. Consent cannot be deemed to have been given if it is provided under pressure or in situations where someone is not capable of providing it. Consent can be withdrawn at any time.

**LSE community** includes all salaried and non-salaried members of staff, students and members of council of the School. The School will take steps to ensure other relevant parties who may have a contractual relationship with the School comply with the required standards of behaviour in this policy by way of contract.